



DEPARTMENT OF TRANSITIONAL ASSISTANCE

Employment Services Program Provider Alert – CIES

Alert #7

September 30, 2010

Mandatory Billing and Exceeded Capacity Procedures

The following information should be communicated immediately to all service locations and appropriate staff members within your organization.

FY'10 Carry-Over Client Tracking in FY'11

The Enterprise Invoice Management system (EIM) automatically re-enrolled FY'10 carry-over clients into provider programs in FY'11. Due to EIM data issues, DTA is now requiring CIES Providers to enter a new "CO" prefix for all FY'10 carryover clients, i.e., all clients who were enrolled in EIM prior to July 1, 2010 or for whom service delivery began prior to July 1, 2010.

Provider Procedure: Enter the EIM Participant Screen and add "CO" as a suffix to each of your FY'10 carryover clients' Agency Enrollment ID/Service Authorization numbers. **Any SDR submitted for payment without such information will not be approved.**

Providers Reaching Slot Capacity

DTA issues procedures to its local office staff via Field Operations Memo. Field Operations Memo 2010-44 entitled *TAFDC – Certain CIES Vendors Reaching Slot Capacity* has been issued to the local offices (Attachment A: Field Operations Memo 2010-44). The purpose of the Field Operations Memo is to advise local office staff that some CIES vendors are already reaching their slot capacity for the year and to explain the procedures required when this situation occurs.

Provider Procedure: CIES Providers that have reached their slot capacity for any model are to write "**Exceeded Slot Usage**" on the top of the BEACON ESP-16 Referral form and return it to the local office. The client's case manager will then refer him or her to another appropriate ESP activity.

If you have any questions or need technical assistance with the above requirements, please contact your ESP Contract Manager.